

ACADEMY MANAGER - JOB DESCRIPTION

Main objectives

- To ensure the Academy complies with all the rules and regulations of the appropriate governing bodies, (The Premier League, EFL & FA) and provides them with the necessary information as and when they require it, fully co-operating and supporting them with their requests.
- To ensure all of the staff comply with the requirements of their roles and functions within the Academy
- To update, maintain and review the Academy Performance Plan.
- To complete all necessary paperwork as requested by the, The Premier League, The EFL or FA
- To maintain the Category One status of the Academy.
- To ensure the football philosophy and culture of the club and the Academy is not only maintained but is at the forefront of everything that is done.
- To provide the Technical Director and Director of Football Administration and any other relevant governing bodies with an annual report on the Academy's progress focusing on the achievement of the Academy's Performance Targets and whether they have been met. In such circumstances where they have not been met then being able to provide an appropriate explanation and action plan.
- To manage a multi-disciplinary team effectively to ensure the Academy Performance Targets are met.
- To ensure the effective use by all staff of the Performance Management Application, Performance Clock and Audit Tool ensuring all relevant data is recorded.
- To maintain and enhance the Academy's Coaching programme.
- To ensure all relevant meetings with parents, players and staff take place accordingly.
- To ensure an effective appraisal process takes place with all Academy Staff including the setting and reviewing of personal and department targets.
- To ensure all departments of the Academy provide a review at least 3 times a season through a formal presentation and in relation to their Performance Targets.
- To provide all staff with the opportunity to access a CPD programme both internally and externally.
- To liaise with the Sporting and Technical Director on all Academy issues on a day to day basis if necessary or when required, this may include the Head Coach as when and necessary
- To produce an Academy Budget agreed by the Club Board and adhered to on a yearly basis. (Seasonal)
- To manage this budget within the parameters set.
- To liaise with other Heads of Departments when required i.e. Head of Medical Department, Head of Media and Head of Marketing.
- To attend Board Meetings as and when requested, including providing relevant information on the progress of the academy.
- To ensure the welfare and safety of all the players is of the highest importance.
- To ensure Technical Board Meetings take place on a regular basis ideally 6 times per season.

Additional Responsibilities:

- To ensure membership of FA Licensed Coaches Club is maintained.
- To attend all in-service training sessions and meetings when requested.
- Maintain your coaching qualifications in-line with FA, Premier League & EFL rules & regulations.
- To adhere to club policies with particular emphasis to safeguarding children and equality.
- To report any serious breaches of discipline to the Technical Director.
- To adhere to and enhance all coaching programmes.
- To report any matters of concern related to your duties to the Sporting and Technical Director.